

## Horton Parish Council Draft Minutes

Meeting held on 18<sup>th</sup> March 2025 at 7:30pm in Champney Hall, Horton.

<b>#01</b>	<b>Councillors Summoned: Chair Cllr Hickley, Vice Chair Cllr Larcombe, Cllr Bovingdon, Cllr Buckley, Cllr Cole, Cllr Coogan, Cllr Patel</b>
A	<p><b>Welcome, present, apologies and declaration of interest:</b> Present: Cllr Hickley (Chair), Cllr Larcombe, Cllr Cole, Cllr Coogan, Cllr Bovingdon, Cllr Buckley, Ward Councillor Grove, Jayne Kennedy (Clerk) Absence: Cllr Patel Declarations of interest in this agenda – none declared</p>
B	<p><b>Public Participation document and the Meetings Rules including recording of the meeting</b> The document was available to the members of the public. The meeting was not recorded as there had been no request to do so.</p>
C	<b>Questions from the public:</b> None
<b>#02</b>	<b>Statutory items:</b>
A	<p><b>Minutes of previous meeting for approval: 18<sup>th</sup> February 2025</b> Proposed Cllr Hickley, second Cllr Cole. All in favour.</p>
<b>#03</b>	<b>Planning applications and Highways: (Planning appendix for details re items A-C)</b>
A	<p><b>Residential Planning Applications received:</b></p> <ul style="list-style-type: none"> <li>• 25/00579/VAR - Variation (under Section 73a) of planning permission 18/02046/VAR to remove Condition 10 (removal of PD). The Council resolved that they did not support the removal of the restriction on permitted development. All in favour.</li> <li>• 25/00568/CLU - Certificate of lawfulness to determine whether the existing use of the land for a residential caravan site is lawful. There is an article 4 direction that relates to Wraysbury, Horton and Datchet Parishes which removes the permitted development right in relation to the use of any land as a site for a moveable structure or caravan and the erection or placing of moveable structures and caravans on the land in connection with that use. The Council objects to the permission being granted due to the area being an area of flooding in Horton, the site currently appears to have several uses and there are already existing licences in that area and other unlicensed residential caravan sites nearby.</li> </ul>
B	<p><b>Industrial Planning Applications received:</b> No planning applications have been received since the last meeting</p>
C	<p><b>Planning Enforcement and Complaints – no further updates</b></p> <ul style="list-style-type: none"> <li>• Development at Millbridge Cottage and 12 Coppermill Road will be flagged to RBWM via the enforcement process.</li> </ul>
D	<p><b>Other planning issues and appeals – None identified</b></p> <ul style="list-style-type: none"> <li>• An appeal has been lodged against the refusal of the planning application for 21 Coppermill Road for two semi-detached dwellings. There are concerns about HMO's on Coppermill Road.</li> <li>• Cllr Buckley highlighted the refusal of the pre planning application for 26 homes on Coppermill Road.</li> </ul>
<b>#04</b>	<b>Communications:</b>
A	<p><b>Clerk's Communications:</b> The Clerk brought several emails to the Parish Councils attention that had been received:</p>

	<ul style="list-style-type: none"> <li>• Electrical Charity request for Horton Parish Council to show support – Horton Parish Council declined the invitation to show support.</li> <li>• South West Rail invitation for entry into Stations in bloom. Horton does not have a station</li> <li>• South East Cyber Resilience Centre – Cllrs were made aware of the initiative.</li> <li>• St Johns Ambulance have emailed about funding and first aid courses. Something for the future, set up a course at Champney Hall.</li> <li>• The Police Crime Commissioner has sent a video encouraging people to report crime. Feedback from the Neighbourhood Action Group meetings is that frequently crimes go unreported to police. The clerk has shared the video on social media.</li> </ul> <p>Responses from questions and actions at the February Meeting:</p> <ul style="list-style-type: none"> <li>• The Clerk had received a response from RBWM about the Spelthorne Plan. They did respond and Spelthorne should have made Horton Parish Council aware.</li> <li>• Roger Hoare who is carrying out Wraysbury courses has offered terms and conditions for his training that are suitable to Horton. Clerk to arrange a course.</li> <li>• The Clerk has emailed Thames Water about a defib being attached to a fence on Coppermill Road. Cllr Buckley highlighted that the MP has funding for defibs.</li> </ul> <p>Meetings attended:</p> <ul style="list-style-type: none"> <li>• The Clerk attended the Horton and Wraysbury Resilience meeting to cover for Cllr Hickley.</li> <li>• Clerks Forum – IT discussion/Email Issues - The Clerk highlighted the need for the council to have its own IT in relation to freedom of information requests.</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>• Training – Cllr Cole to attend the NALC training on breaking the mould of local councils.</li> </ul> <p>Consultations:</p> <ul style="list-style-type: none"> <li>• A Neighbourhood watch survey has been received and filled in from the parish council point of view.</li> <li>• The Milestone statement for the public rights of way has been received. The clerk will add to the next agenda.</li> </ul> <p>RBWM information</p> <ul style="list-style-type: none"> <li>• Tree works are being carried out by RBWM contractors in Horton.</li> <li>• The bus stop will be repainted following damage to the paint work by fly posting earlier this year.</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>• Note the date change for the April meeting – 2<sup>nd</sup> Tuesday 8<sup>th</sup> April.</li> <li>• Clerk to look at Data Centre Planning Application on Slough Council website for outcome or progress.</li> </ul>
B	<p><b>Chairman’s Communications:</b></p> <ul style="list-style-type: none"> <li>• Cllr Hickley will attend Colne Valley Trust partner day on 15th May 2025.</li> <li>• The public right of way statement does not mention Horton and there are no plans for Horton.</li> <li>• New gate at Mill Lane – Cllr Hickley had spoken to the landowner. The new gate replaces an old gate hidden in the hedge, no plans for the field but the farmer can now use the entrance. It is not intended to be detrimental to the residents.</li> <li>• There were no issues for Horton at the Neighbourhood Action Group meeting.</li> <li>• VE flag to go up after the St George England flag.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cllr Hickley highlighted that the wooden fencing around the green is in a very poor state. The council discussed various fencing options rather than wood. Cllr Hickley to contact parking at RBWM as the original purpose was to prevent parking on the Green.</li> <li>• Cllr Cole asked about a new flag pole as the current one is close to the end of its useful life. He estimates £300 - £500 for a new one. Cllr Cole will bring a more accurate number next month.</li> </ul>
C	<b>RBWM Communications:</b> None
D	<b>Any other items received after the agenda has been published*</b> - None
#05	<b>To receive reports from Borough Councillors or Parish Councillors or others</b>
A	<p>Cllr Grove gave a ward report to the council.</p> <ul style="list-style-type: none"> <li>• The flood warden in Wraysbury has decided to step down. The Council asked the clerk to write a letter of thanks to D Francis as he has been a reliable source of information and support to Horton over the years.</li> <li>• Tree Surveys - Maintenance has been put back into the budget at RBWM and has been carried out. For the trees removed there is a tree replacement program.</li> <li>• Lamp posts are also being fixed.</li> <li>• A new bus service will serve Datchet, Horton and Wraysbury from April. There was a discussion on bus services and their use. A number of existing suppliers did not want to tender. Residents need to give feedback to officers. It had been highlighted that the new service will no longer stop close to the Doctors surgery. Clerk to give a printed copy of the timetable to Eileen.</li> <li>• Wildlife crime is on the increase particularly using dogs. Please report any wildlife crime to the Police.</li> </ul> <p>Cllr Buckley had nothing to add other than that he had found TVP to be unresponsive when he had called them about a sex offender.</p> <p>Cllr Larcombe reported on looking to the future:</p> <ul style="list-style-type: none"> <li>• English devolution is beginning. The Surrey cabinet meeting discussed splitting into 2 unitary authorities.</li> <li>• Borough councils need desolving into unitary authorities of about 500k residents.</li> <li>• There was a discussion on how it might look locally and how debt disadvantages RBWM during the negotiation process.</li> </ul>
B	<b>DALC /BALC / HALC / NALC Report: To receive the latest updates:</b> Nothing to report.
C	<b>Waterways Report:</b> <ul style="list-style-type: none"> <li>• The groundwater level is still very high locally and nationally.</li> <li>• Drains (watercourses) are still blocked downstream with little progress being made in the physical unblocking.</li> <li>• The Jubilee River is still out of action as a chunk of the bank collapsed at Taplow where they have redeveloped the gas works into houses vegetation from the banks. The estimated cost is £1m to fix it. The Jubilee River was run at a low speed and low level for a long period of time.</li> </ul>
D	<b>Flood Wardens Report:</b> The flood warden was not present.
E	<b>Playground Equipment, Inspections and Maintenance Report:</b> <ul style="list-style-type: none"> <li>• Last weekly inspection done 18<sup>th</sup> March 2025.</li> </ul>

	<ul style="list-style-type: none"> <li>Playground Plan and any approval of suppliers from the plan being approved.</li> <li>The Clerk outlined the measures that should be in place for the playground. A weekly visual inspection, operational inspections during the year and an annual inspection. The Council have engaged RoSPA for the annual inspection this year and agreed to have operational inspections. The Council resolved to use Sovereign Playgrounds at a cost of £399 plus VAT for the operational inspections. Clerk to organise. Proposed Cllr Hickley, second Cllr Bovingdon. All in favour.</li> </ul>																																			
F	<b>Defibrillator:</b> <ul style="list-style-type: none"> <li>Champney Hall Defibrillator is still in working order.</li> <li>Coppermill Road site for a defibrillator update – The Clerk has contacted Thames Water.</li> </ul>																																			
G	<b>Website – Purchase of an SSL Certificate for a secure website.</b> <ul style="list-style-type: none"> <li>The Council did not deem it necessary to have a secure website at this time as the information shared is all in the public domain and there are no personal details collected.</li> </ul>																																			
H	<b>Approval of Horton and Wraysbury News article</b> – Approved under #04A.																																			
I	<b>Community Liaison Groups:</b> <ul style="list-style-type: none"> <li>Neighbourhood Action Group Report – see chairs report #04B</li> <li>Wraysbury Resilience Meeting Report – The Clerk attended on behalf of Horton Parish Council.</li> <li>DHEIM Meeting – Cllr Larcombe attended on behalf of Horton Parish Council. The meeting had agreed that Channel 1 is the only solution so other measures lack support from the local communities.</li> </ul>																																			
I	<b>Items for APM agenda and Horton Parish Council Report</b> <ul style="list-style-type: none"> <li>Councillors to email clerk. Agenda to be published on 8<sup>th</sup> April.</li> <li>Clerk to look into advertising and a survey for the meeting.</li> </ul>																																			
J	<b>Any other information to share that is relevant to council business*</b>																																			
K	<b>Items for future agendas:</b> Milestone Statement																																			
#06	<b>Financial Report:</b>																																			
A	<b>Income:</b> Invoice for Clerks Neighbourhood Action Group services issued to Wraysbury Parish Council.																																			
B	<b>Approval of payment – £2,003.29</b> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Invoice Number</th> <th>Budget Line</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>18/03/2025</td> <td>Staff</td> <td>Month 12</td> <td>Staff</td> <td>£1,160.00</td> </tr> <tr> <td>18/03/2025</td> <td>HMRC</td> <td>Month 12</td> <td>Staff</td> <td>£109.60</td> </tr> <tr> <td>18/03/2025</td> <td>Berkshire Pension</td> <td>Month 12</td> <td>Staff</td> <td>£446.67</td> </tr> <tr> <td>18/03/2025</td> <td>VisionICT</td> <td>19681</td> <td>IT</td> <td>£78.00</td> </tr> <tr> <td>18/03/2025</td> <td>Councillor Expenses</td> <td>Month 12</td> <td>Training</td> <td>£39.22</td> </tr> <tr> <td>18/03/2025</td> <td>Garden Designs</td> <td>8805</td> <td>Greens</td> <td>£169.80</td> </tr> </tbody> </table>	Date	Payee	Invoice Number	Budget Line	Amount	18/03/2025	Staff	Month 12	Staff	£1,160.00	18/03/2025	HMRC	Month 12	Staff	£109.60	18/03/2025	Berkshire Pension	Month 12	Staff	£446.67	18/03/2025	VisionICT	19681	IT	£78.00	18/03/2025	Councillor Expenses	Month 12	Training	£39.22	18/03/2025	Garden Designs	8805	Greens	£169.80
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C	<b>CCTV and ICO registration:</b> The Council had agreed the Fixed Asset Register at the meeting in February 2025. The agreement involved removing the CCTV as it did not belong to the Parish Council. The Champney Hall Management Committee had discussed it and decided to transfer the CCTV to the Parish Council as																																			

	the Parish Council is covered by ICO membership. The Parish Council will need to put in place a CCTV Policy and signage to comply with regulations.	
D	<b>Audit Process 2025</b> The year end is 31 <sup>st</sup> March 2025 The Internal Audit is 19 <sup>th</sup> May 2025 The Accounts will be brought to the June meeting for sign off.	
E	<b>Section 137 / Chair's fund payments:</b> (S137 limited by legislation, Chair's fund limited to £250 p.a. without meeting approval) None.	
F	Any other Finance information to share*	
<b>#07</b>	<b>Policies to be reviewed and adopted:</b>	
	<ul style="list-style-type: none"> <li>• Communications Policy - clerk recommends rewriting the policy to cover more about communication.</li> <li>• Data Protection Policy - No changes required</li> <li>• Risk Assessment - No changes required</li> </ul> Council approved the recommendations. Proposed Cllr Hickley, second Cllr Cole. All in favour.	
<b>#08</b>	<b>Questions from the public: (If appropriate)</b>	
	<b>Dates of future meetings: 2025, Third Tuesday of each month</b>	
	Please read the "Meetings Rules and Public Participation at Meetings" document	
	<b>Tuesday 8<sup>th</sup> April 2025 – 19:30</b> <b>(Note date change)</b>	Tuesday 22 <sup>nd</sup> April 2025 – 19:30 *Annual Parish Meeting*
	Tuesday 20 <sup>th</sup> May 2025 – 19:30 Annual meeting of the Parish Council	Tuesday 17 <sup>th</sup> June 2025 – 19:30
	Tuesday 15 <sup>th</sup> July 2025 – 19:30	Tuesday 19 <sup>th</sup> August 2025 – 19:30

\*No decisions will be made from this information about council business. Anything requiring a decision will be placed on the next agenda as an agenda item.

For information (not included as an agenda item): Website reports and RBWM press releases are available from the clerk.

NOTE Meeting Rules apply - available from the clerk and at Parish Meetings.

I have arranged for this agenda and the previous minutes to be added to the Parish Council Website:

[www.hortonparishcouncil.gov.uk](http://www.hortonparishcouncil.gov.uk)

**Meeting Closed 20:47**

Planning Appendix (as at 2025/03/11)								
Ref	date	address	details	No action from HPC	HPC to respond	HPC responded	awaiting RBWM	Decided
4A: New applications received since last meeting								
25/005 79/VAR	Mon 10 Mar 2025	28 - 30 Coppermill Road Wraysbury Staines	Variation (under Section 73a) of planning permission 18/02046/VAR to remove Condition 10 (removal of PD).					
25/005 68/CLU	Fri 07 Mar 2025	Land To The West And Adjacent 1A The Bungalow Datchet Road Horton	Certificate of lawfulness to determine whether the existing use of the land for a residential caravan site is lawful.					
4B: Applications awaiting decision from RBWM								
4C: Applications decided since last meeting								
24/020 68/FUL L	Tue 27 Aug 2024	147 Coppermill Road Wraysbury Staines TW19 5NX	Single storey rear extension following the demolition of existing conservatory.			√	√	Friday 7 <sup>th</sup> March 2025 – Application Permitted.
24/021 55/OUT	Tue 22 Oct 2024	Land Rear of 38 To 80 Coppermill Road Wraysbury Staines	Outline planning application for access, appearance, layout and scale only to be considered at this stage with all other matters to be reserved, for the erection of a mix of 26 dwellings with private access drives, parking, bins and cycle provision.			√	√	Friday 7 <sup>th</sup> March 2025 – Application refused.
24/028 65/LBC	Wed 27 Nov 2024	Brookfield Park Lane Horton Slough SL3 9PR	Consent to retain lead valleys.	√				Friday 17 <sup>th</sup> January 2025 – Application Permitted.